JOB DESCRIPTION

POSITION TITLE: Tutor, Mathematics (Non-Certified)  
JOB CODE: TUT7

DIVISION: Academic  
SALARY SCHEDULE: NA

DEPARTMENT: Teaching and Learning  
WORK DAYS: As needed

REPORTS TO: Principal  
PAY GRADE: NA

FLSA: Exempt  
PAY FREQUENCY: Varies based on primary job

PRIMARY FUNCTION: Works with students to remediate mathematics and improve performance.

REQUIREMENTS:

1. Educational Level: Bachelor degree or currently enrolled in college, 2.5 or higher GPA required
2. Certification/License Required: None
3. Experience: Experience preferred, but not required
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; motivated, well-organized, role model

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Engages students in appropriate academic activities.
3. Assists students in developing strong mathematics skills.
4. Uses appropriate assigned teaching materials.
5. Monitors and documents student progress.
6. Maintains records of student attendance.
7. Communicates with teachers and instructional leaders as appropriate.
8. Serves as student mentor and role model.
10. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date ___________________________

Signature of Supervisor ___________________________ Date ___________________________